

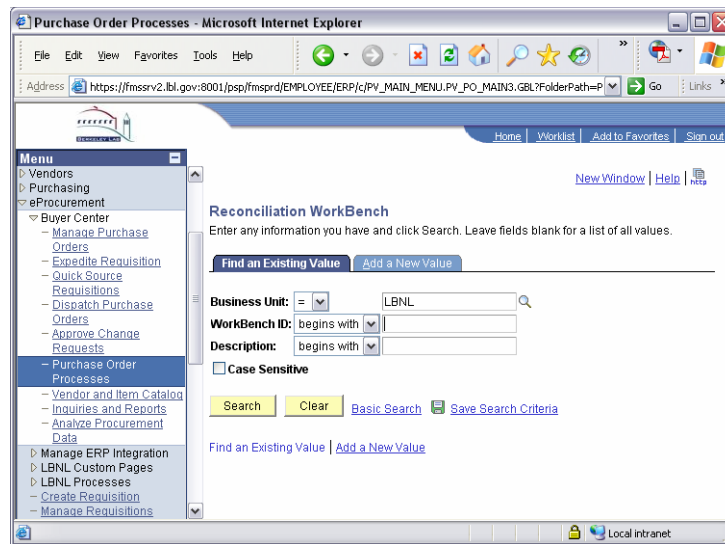
## ePROCUREMENT 8.8

### CLOSE A PO

Purchase orders should be closed in PeopleSoft after all goods / services on the PO have been delivered to the Lab, received, and invoiced. Closing POs is important for removing division liens as well as maintaining system response time. It is possible to re-open POs that are closed in FMS 8.8.

This topic will show you how to close a PO using PO Reconciliation Workbench.

- Click on **eProcurement**
- Click **Buyer Center**
- Click **Purchase Order Processes**
- Click **PO Reconciliation Workbench**
- Click the **Search** button.



- In the "Purchase Order" and "To:" boxes, type in the **PO number** you want to close
- Click the **Search** button

**Reconciliation WorkBench**

**Filter Options**

Business Unit: LBNL WorkBench ID: PORECONWB  
Description: POReconWB

Enter search criteria and click on Search. Leave blank for all values.

**Search Criteria**

Purchase Order: 6710674 To: 6710674

PO Date: To: Activity Date: To: Due Date: To: Request BU: Requestion ID: Vendor ID: Item ID: Buyer Name: Contract SetID: Contract ID: Release Number: GPO ID: GPO Contract:

**Status**

☐ Open ☐ Approved ☐ Dispatched ☐ Cancelled

**Receiving**

☐ Required ☐ Not Required  
☐ Not Received ☐ Partially Received ☐ Fully Received

**Matching**

☐ Required ☐ Not Required  
☐ None ☐ Partial Match ☐ Fully Matched

**Encumbrance**

☐ Open Encumbrances

**ChartFields**

GL Unit	Account	Project	Fund Code	B + R	MARS Code	Department	Budget Reference	Budget Date	Location Code

**Search** [Return to Reconciliation WorkBench](#)

- A line showing the PO will be displayed. Click the **checkbox** to the left of the PO number
- Click the **Close** button

**Reconciliation WorkBench**

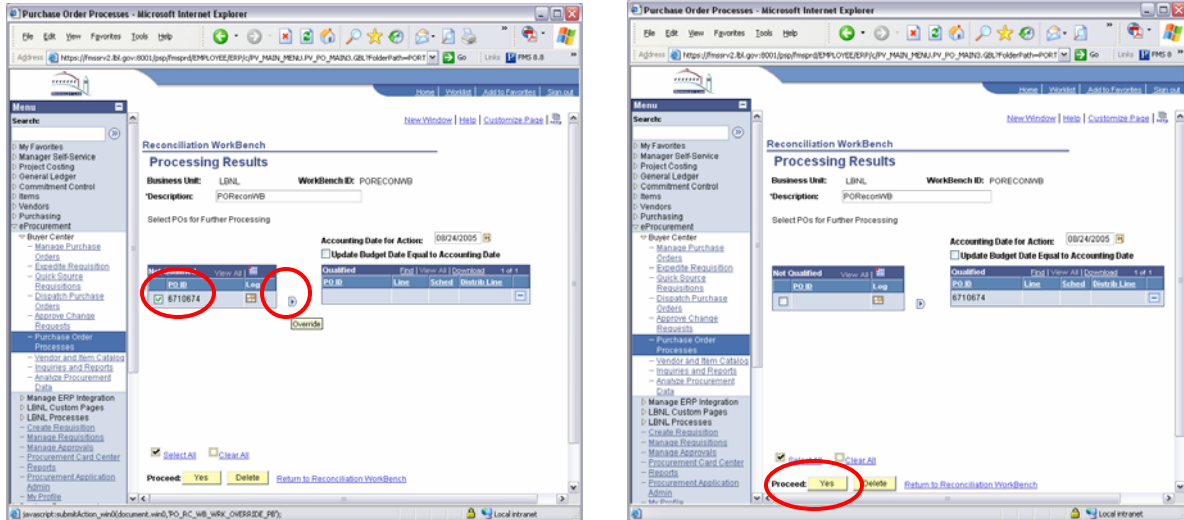
Business Unit: LBNL WorkBench ID: PORECONWB  
Description: POReconWB

Select POs for Further Processing

PO Number	Status	PO Date	Last Activity	Vendor ID	Amount	Match	Change	Blanket	Close
<input checked="" type="checkbox"/> 6710674	Dispatched	11/18/2003	11/18/2003	8000029007	Anderson, Edward A.	Standard			

**Close**

- POs eligible for closing will be displayed. Click the **checkbox** to the left of the PO number
- Click the **Override** icon
- Click the **Yes** button
- A screen will be displayed that says, "Continue to Close POs." Click the **Yes** button.



- When the PO is closed you will see a page that shows a "PO Status" of "Compl."

